

South Jordan City

Job Description

Title: Director of Government Affairs
Org: 100160
Pay Grade: 29

Effective Date: 3/15/2021
FLSA: Exempt/Admin.
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Direct, develop, and implement strategies to define and achieve the City’s goals in working with government entities including Utah special districts, cities, counties and the State and the Federal Government consistent with the City of South Jordan’s Service Values and Mission Statement. Identify issues and processes relating to governmental entities that affect the development and operations of the City.

SUPERVISOR

City Attorney

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Perform all work in a manner consistent with the South Jordan City Mission Statement, Strategic Priorities, and Service Values. Work independently and exercises professional judgment and skill.

Formulate, develop, and carry out all work within applicable City policies and applicable law in confidence.

Develop and propose legislative goals, direction and strategies to achieve such with the South Jordan Mayor, City Council, City Manager, and City Attorney.

Coordinate and advise, and assist City staff in developing legislative goals, direction, and the strategies to achieve such for City Departments.

Direct the City’s lobbyists work to persuade, educate and inform legislators about the needs and goals of the City.

Regularly attend meetings of legislative bodies including: South Jordan City Council, Salt Lake County Council and State legislative committees and bodies and participate on behalf of the City as assigned.

Organize and Coordinate events related to working with other government bodies for the City.

Perform analysis and research relating to a wide variety of policy issues; monitor the legislative process, and legislation by various legislative bodies that interact with the City for impact on the City, and assists in representing the City on policy issues for the various legislative bodies; analyze legislation and make recommendations regarding legislation to City staff and elected officials.

Represent the City in a variety of settings including with the Utah League of Cities and Towns, Utah State Legislature, Salt Lake County Council, special districts and cities, and work extensively with South Jordan City Council, senior City staff, lobbyists, districts, municipalities, municipal associations and other entities to develop, implement, and direct the City's strategies to achieve the City's goals.

Serve as special advisor the Mayor, City Council, City Manager, and City Attorney regarding policy issues before the political bodies of the State, Salt Lake County, local districts, cities and other government entities.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Plan, coordinate and provide overall direction for the various activities of the department; prepare and present comprehensive plans for the improvement and expansion of facilities and activities; plan long-range goals for the department.

Maintains liaison with other city departments, community groups, and individuals in order to explain and discuss various aspects of department functions; makes all necessary reports to city departments and other government agencies as well as to the public.

Implement risk management programs required by the city insurance carriers, city risk managers, and City Manager and City Attorney to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the City.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the City.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree from an accredited college or university with major course work in business management, law, political science or communications or other closely related field;

AND

- B. Three years of professional experience working within local or municipal government, elected officials, or other closely related experience.

2. Special Qualifications

Valid Utah Class D Driver License.

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of state legislative regulations and processes and laws relating to municipalities.

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to operate a personal computer, Microsoft products, and planning and projects systems. Correct English usage, spelling, grammar and punctuation.

Ability to communicate clearly and effectively with City staff and elected officials on complex legislative issues; ability to professionally represent City on various committees and municipal associations; analyze complex data and make recommendations, write and speak persuasively, and draft memos and proposed legislation and policy on behalf of the City.

Capacity to concentrate and function effectively and usually independently under heavy workload demands in matters of serious consequence.

Skill in having regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense and strategy and timing with regards to presentations to public; presenting data that will influence significant decisions.

3. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Admin
Location:	Legal	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	No match